



Steps for Becoming an Authorized User for the Michigan Student Data System (MSDS)

Please do not return the instruction pages with your security agreement form.

Obtaining access to the Michigan Student Data System (MSDS) is a two-step process:

1. You must first request access to the application through your Single Sign-On (SSO) account.

Note: If you do not already have an SSO account, you may register for one online at: <https://sso.state.mi.us/> by clicking the Register button and following the on-screen directions.

2. You must send the appropriate security access form to the Center for Educational Performance and Information (CEPI), signed by your district superintendent or chief administrator.

Access to the application will be granted only when both of the above steps have been completed and verified by CEPI.

Requesting Permission Through Your SSO Account

To request access to the MSDS, log in to the SSO application at <https://sso.state.mi.us/> and follow these steps:

1. Click the "Subscribe to Applications" link in the bottom left-hand corner of the screen.
2. You will be taken to a new screen with drop-down menus. Select "CEPI" in the first drop-down and "Michigan Student Data System (MSDS)" from the second. Click **Next**.
3. You will be taken to a subscription page for the application. Review the information and click **Confirm**.
4. You will receive a confirmation message (both on the screen and by e-mail) stating your subscription request was submitted successfully. If you have not already done so, you should now fax your signed security form to CEPI.

The screenshot shows the "State of Michigan Single Sign On" interface. The page title is "SUBSCRIPTION". Below the title, it says "Please Select from the list". There are two dropdown menus. The first dropdown menu is labeled "CEPI" and has a downward arrow. The second dropdown menu is labeled "Select App" and has a list of options: "Select App", "EEM Q/A", "Educational Entity Master (EEM)", "Michigan Student Data System (MSDS)", and "SDS Q/A". The "Michigan Student Data System (MSDS)" option is highlighted. Below the dropdown menus are two buttons: "Next" and "Back".



Completing Your Access Agreement for the Michigan Student Data System (MSDS)

You may complete this form on your computer by tabbing through the designated fields and typing the required information. If you do not have access to a computer, please print clearly in the spaces provided.

Step 1: Enter the entity information for which you are requesting access.

1 Entity Name: Happy Valley School District 2 Entity Code: 12345

1. **Entity Name.** In most cases, this will be the name of the local educational agency (LEA), intermediate school district (ISD), or public school academy (PSA) district. If the access request is for a non-school recipient or a PSA authorizing agency, enter the applicable name of the entity.
2. **Entity Code.** Enter the entity code that corresponds to the entity to which you are requesting access. In the case of a district, this is the district code. In the case of another entity, this is the building/agreement code.

Step 2: Enter the name of the individual who will be authorized to submit/edit MSDS data for the entity indicated above.

1 Requester Name: John Smith 2 E-mail: jsmith@school.edu
3 Single Sign-On ID: smithj1234 4 User has subscribed to MSDS with this account.
5 Phone: (517) 555-5555

1. **Requester Name.** Enter the full name of the individual who is requesting access.
2. **E-mail.** Enter the e-mail address of the individual who is requesting access.
3. **Single Sign-On ID.** Enter the Single Sign-On ID of the individual requesting access. This user ID must match the ID that was used to subscribe to the application in SSO. The requester will be notified at the e-mail address provided in his/her SSO profile when the security agreement has been processed.
4. **Subscription confirmation.** Check the box to confirm that the individual has subscribed to the MSDS application as described on page one of these instructions
5. **Phone.** Enter the phone number where the individual requesting access can be reached.

The next step is to select the role(s) the user will perform within the application. Individuals may have more than one role; however, they cannot have more than one function type within each role. For example, an individual can have a single resolution role and must choose between request or view access. The following roles are available in the MSDS:

Role Name	Choose from the selections below. An individual may have more than one role but only <u>one type</u> per role.		
Auditor (ISD Only)	<input type="checkbox"/> View	<input type="checkbox"/>	<input type="checkbox"/> Edit
Constituent District View (ISD Only)	<input type="checkbox"/> View	<input checked="" type="checkbox"/>	
Certifier	<input type="checkbox"/> View	<input type="checkbox"/>	<input type="checkbox"/> Edit
Graduation/Dropout Reviewer	<input type="checkbox"/> View	<input type="checkbox"/>	<input type="checkbox"/> Edit
Quality Reviewer	<input type="checkbox"/> View	<input type="checkbox"/>	<input type="checkbox"/> Edit
Student Search	<input type="checkbox"/> View	<input checked="" type="checkbox"/>	
Supplemental Nutrition	<input type="checkbox"/> View	<input type="checkbox"/>	<input type="checkbox"/> Edit
UIC Resolver	<input type="checkbox"/> View	<input type="checkbox"/>	<input type="checkbox"/> Edit
Uploader	<input type="checkbox"/> View	<input type="checkbox"/>	<input type="checkbox"/> Edit

Roles

Auditor - Edit: Users with audit privileges are authorized to audit and update full-time equivalency (FTE) count data for a specified district or set of districts within an ISD. This role is restricted to users from an intermediate school district.

- Audit FTE
- Audit Narrative
- Download data
- View reports
- View staging area
- Student search
- UIC Resolution - View

Auditor - View: Users with audit - view privileges are authorized to view FTE count data for a specified district or set of districts within an ISD. This role is restricted to users from an intermediate school district.

- Audit FTE - View
- Audit Narrative - View
- Download data
- View reports
- View staging area
- Student search
- UIC Resolution - View

Certifier - Edit: Certification is the process wherein a responsible user reviews and ratifies data within a collection, indicating that, to the best of his/her knowledge, the data are accurate and complete. This process includes the opportunity for the user to review summary reports and/or data portraits. The act of "certifying" a collection officially submits the data to CEPI for the collection.

- Certify data
- Download data
- Upload data
- View reports
- Staging area
- Student search
- UIC Resolution - View

Certifier - View: This role is intended to grant review and download privileges to an individual other than the person(s) with the authority to certify a collection. This may be someone who is not a direct employee of the entity, e.g., a representative of the ISD of an LEA or PSA, or a PSA authorizing agency.

- Certify data - View
- Download data
- View reports
- View staging area
- Student search
- UIC Resolution - View

Constituent District View: This role is restricted to users from an intermediate school district. This role allows specific ISD staff members to view all constituent districts' data and reports in MSDS. This will allow ISD staff to assist districts with data quality and to monitor for compliance. This role does NOT allow an ISD staff member to enter, edit or certify data.

- Quality Review - View

Graduation/Dropout Reviewer - Edit: In order to meet federal reporting timelines, cohort processing has been moved from the Graduation/Dropout Review and Comment Application (GAD) into the MSDS. This role allows the user to submit UIC linking, primary education providing entity (PEPE) and cohort year change requests and to view the cohort and PEPE reports. If a staff member was a GAD authorized user, he or she will now need to request access to the MSDS to make changes to student data and to update cohort information.

- Submit PEPE requests
- Manage Requests for UIC - View
- View reports
- Request cohort year changes
- Request UIC linking
- Student search

Graduation/Dropout Reviewer - View: In order to meet federal reporting timelines, cohort processing has been moved from the GAD into the MSDS. This role allows the user to review cohort and PEPE reports and linking requests. If a staff member was a GAD authorized user, he or she will now need to request access to the MSDS to view cohort information.

- Manage Requests for UIC - View
- View reports
- Student search

Quality Reviewer - Edit: Users with this role will review the submitted data for accuracy and ensure that the data meet the business rules for each field. The quality review process is similar to the error-check process of the Single Record Student Database (SRSD).

- Certify data - View
- Download data
- Upload data
- Staging area
- View reports
- Student search
- To Do
- UIC Resolution - View

Quality Reviewer - View: Users with this role will review the submitted data for accuracy but cannot make any changes to the submitted data. The quality review process is similar to the error-check process of the SRSD.

- Certify data - View
- Download data
- Upload data - View
- View staging area
- View reports
- Student search
- To Do - View
- UIC Resolution - View

Student Search - View: Users with this role will be able to use the student search function of the application to look up students by UIC or by name to view student demographic data.

Supplemental Nutrition - Edit: Section 9 of the Richard B. Russell National School Lunch Act establishes requirements and limitations regarding the release of information about children certified for free and reduced-price meals provided under the National School Lunch Program. A child's eligibility status may only be disclosed to persons directly connected with, and who have a need to know, a child's free and reduced-price meal eligibility status in order to administer and enforce Title I requirements. This role allows users to view and edit these data.

- View direct certification information
- Edit supplemental nutrition field
- Download data
- Upload data
- View reports
- Staging area
- Student search
- Search directly certified

Supplemental Nutrition - View: Section 9 of the Richard B. Russell National School Lunch Act establishes requirements and limitations regarding the release of information about children certified for free and reduced-price meals provided under the National School Lunch Program. A child's eligibility status may only be disclosed to persons directly connected with, and who have a need to know, a child's free and reduced-price meal eligibility status in order to administer and enforce Title I requirements. This role allows users to view these data.

- View direct certification information
- Download data
- Upload data - View
- View reports
- View staging area
- Student search
- Search directly certified

UIC Resolver - Edit: The UIC Resolver role combines the updating of core field information and the performing of UIC Resolution in MSDS. Valid UICs are required prior to certification for all collections except for the Request for UIC and Early Roster collections. CEPI recommends that at least two staff members from your school district have this role.

- Submit PEPE requests
- Certify data - View
- Download data
- Upload data
- Manage Requests for UICs - View
- View reports
- Request UIC linking
- Staging area
- Student search
- To Do
- UIC Resolution

UIC Resolver - View: The UIC Resolver role combines the updating of core field information and the performing of UIC Resolution in MSDS. Valid UICs are required prior to certification for all collections except for the Request for UIC and Early Roster collections. ISD users may want to obtain this role if they would like to assist their constituent districts with UIC Resolution.

- Certify data - View
- Download data
- Upload data - View
- Manage Requests for UICs - View
- View reports
- Staging area - View
- Student search
- To Do - View
- UIC Resolution - View

Uploader - Edit: Users with this role will be able to upload student data, view Staging Area data and view the data collection status screen.

- Download data
- Upload data
- Staging area
- Student search

Uploader - View

- Download data
- Upload data - View
- Staging area - View
- Student search

After roles have been selected, the individual requesting access must sign the form to confirm his/her responsibility to protect his/her identification and password from improper use (e.g., sharing log-in access with colleagues). Each user of the application should have his/her own SSO account and authorization.

Step 4: For the authorized individual: *Please sign below.*

I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility.

John Smith

Signature of Individual to be Authorized

5/10/2011

Date

The name on the signature line in step 4 must match the name provided on the requester name line in step 2. Otherwise, you will be required to submit a corrected agreement.

Next, the chief administrator of the entity is required to sign the form, acknowledging that the individual indicated will be responsible for the entity's data submission. If the name and title are not provided or are illegible, the form cannot be processed and you will be required to make the necessary revisions.

Step 5: For the superintendent/PSA chief administrator: *Please sign below.*

I attest that the above-named individual is authorized by me to submit data to the Michigan Student Data System for my district and that the data are current and accurate.

Happy Valley School District

Name of Entity

5/10/2011

Date

Jane Doe

Signature of Chief Administrator of Entity

Jane Doe, Superintendent

Name and Title (Printed)

The chief administrator of the entity is the individual listed as the Lead Administrator of the district, PSA, ISD or Other Nonschool Recipient in the Educational Entity Master (EEM). If the names do not match, you will be asked to either update the EEM for your entity or submit a revised request.

Once the form is completed with the necessary signatures, please fax the form to CEPI customer support at 517-335-0488. CEPI staff will verify that a request has been submitted and that the information provided on the security agreement matches the request. Once verified, permission will be granted and the requester will be notified by e-mail.



Security Agreement to Access the Michigan Student Data System (MSDS)

Please type or print clearly; otherwise, the processing of your form may be delayed. Please do not include the instruction pages.

Step 1: Enter the entity information for which you are requesting access.

Entity Name: _____ Entity Code: _____

Building Level: Check the box to the right and complete the next page only if you are requesting access to a limited subset of the buildings in your district/ISD. ☐

Step 2: Enter the name of the individual who will be authorized to submit/edit MSDS data for the entity indicated above.

Requester Name: _____ E-mail: _____

Single Sign-On ID: _____ ☐ User has subscribed to MSDS with this account.

Phone: _____

Step 3: Select the role(s) which this individual will perform in the MSDS.

Role Name	Choose from the selections below. An individual may have more than one role but only <u>one type</u> per role.			
Auditor (ISD Only)	<input type="checkbox"/>	View	<input type="checkbox"/>	Edit
Constituent District View (ISD Only)	<input type="checkbox"/>	View	<input type="checkbox"/>	
Certifier	<input type="checkbox"/>	View	<input type="checkbox"/>	Edit
Graduation/Dropout Reviewer	<input type="checkbox"/>	View	<input type="checkbox"/>	Edit
Quality Reviewer	<input type="checkbox"/>	View	<input type="checkbox"/>	Edit
Student Search	<input type="checkbox"/>	View	<input type="checkbox"/>	
Supplemental Nutrition	<input type="checkbox"/>	View	<input type="checkbox"/>	Edit
UIC Resolver	<input type="checkbox"/>	View	<input type="checkbox"/>	Edit
Uploader	<input type="checkbox"/>	View	<input type="checkbox"/>	Edit

Step 4: For the authorized individual: *Please read and sign below.*

I agree to abide by the regulations that govern the use of individual student data within the Family Educational Rights and Privacy Act (FERPA - 34 CFR Part 99) [\[link\]](#), the Privacy Act of 1974 [\[link\]](#) and the Richard B. Russell National School Lunch Act governing the use of free and reduced-price meal information. I also agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility.

Signature of Individual to be Authorized

Date

Step 5: For the chief administrator of the entity. *Please read and sign below.*

I attest that the above-named individual is authorized by me to perform the function identified above and to view/create and download data and reports in the Michigan Student Data System. I understand that these data and reports may include information governed by the Family Educational Rights and Privacy Act, the Privacy Act of 1974 and the Richard B. Russell National School Lunch Act.

Name of Entity

Date

Signature of Chief Administrator of Entity

Name and Title (Printed)

Step 6: Please fax this form to CEPI at: (517) 335-0488

E-mail questions to CEPI at: cepi@michigan.gov



Security Agreement to Access the Michigan Student Data System (MSDS)

Please type or print clearly; otherwise, the processing of your form may be delayed.

This page should only be submitted by LEA and PSA district users requesting limited, building-level access **to a subset** of specific buildings in the district. If you request building-level access, you will be unable to submit or certify any district-level collections in MSDS.

LEA/PSA Building Name

Building Code

_____	_____
_____	_____
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For the individual requesting access and the chief administrator of the entity, provide your initials below.

_____	_____
Initials of the Individual Requesting Access	Date

_____	_____
Initials of the Chief Administrator of the Entity	Date

Step 6: Please fax this form to CEPI at: (517) 335-0488

E-mail questions to CEPI at: cepi@michigan.gov